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April 5, 2022

Andrew Joyce
Albany County Legislature
112 State St, Room 700
Albany, NY 12207

Dear Mr. Joyce,

I am requesting legislative action to further the mission on the Office of the Albany County District Attorney. The attached resolution seeks permission to:

- Accept funding from the Office of the Prevention of Domestic Violence.

Attached is the request for legislative action and supporting documents. If you have any questions, please feel free to contact me at 518-275-4701

Thank you for your assistance,

Sincerely,

P. David Soares
Albany County District Attorney

Cc: Rebekah Kennedy, Majority Counsel
Cc: Arnis Zilgme, Minority Counsel

REQUEST FOR LEGISLATIVE ACTION

Contract Authorization for Albany County District Attorney's Office to participate with NYS Office of the Prevention of Domestic Violence (OPDV) via the Pandemic Emergency Assistance Fund (PEAF) grant distribution.

The purpose of the project is to enhance trauma-informed and survivor-centered emergency and relocation services for survivors throughout NYS. Programs and agencies are required to distribute PEAFF to needy families with children. Office of Temporary and Disability Assistance (OTDA) has determined that domestic violence survivors meet the eligibility criteria if they (1) are eligible for Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) benefits; or (2) have verified incomes that fall below 200% of the federal poverty guidelines for their family size.

This project fulfills the objective of offering more flexible funding dedicated to housing relocation by providing a one-time, non-competitive minimum allocation of \$187,723.18 to each accepting eligible domestic violence program to fund expenditures related to working with survivors on their emergency housing and relocation needs. Programs and agencies accepting the funding commit use funds to provide certain non-recurrent, short term (NRST) benefits to survivors, including cash, payments, vouchers, and other forms of benefits designed to meet a family's basic needs that deal with a specific crisis situation or episode of need, are not intended to meet on-going needs, and are for periods shorter than 4 months, to distribute the funds consistent with OPDV and OTDA requirements, preserve all documentation and application forms for a case of future audits, and report the outcomes to OPDV as required.

| | |
|--------------------|-------------------------|
| Date: | 3/17/2022 |
| Submitted By: | David Soares |
| Department: | 1165- District Attorney |
| Title: | District Attorney |
| Phone: | 518-275-4701 |
| Department Rep. | |
| Attending Meeting: | David Soares |

Purpose of Request:

- Adopting of Local Law
 - Amendment of Prior Legislation
 - Approval/Adoption of Plan/Procedure
 - Bond Approval
 - Budget Amendment
 - Contract Authorization
 - Countywide Services
 - Environmental Impact/SEQR
 - Home Rule Request
 - Property Conveyance
 - Other: (state if not listed) Permission to have submitted an application and receive funds from Office for the Prevention of Domestic Violence.
-

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):

- Contractual
- Equipment
- Fringe
- Personnel
- Personnel Non-Individual
- Revenue

Increase Account/Line No.: 04389
Source of Funds: 44046
Title Change: Click or tap here to enter text.

CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:

- Change Order/Contract Amendment
- Purchase (Equipment/Supplies)
- Lease (Equipment/Supplies)
- Requirements
- Professional Services
- Education/Training
- Grant

Choose an item.
Submission Date Deadline 3/1/2022

- Settlement of a Claim
- Release of Liability
- Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
New York Office of Temporary & Disability Assistance Bureau of Financial Services - 14C 40 N Pearl
St Albany, NY 12207-2729

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee: \$187,723.18.
Scope of Services: The funds will be used for emergency victim services,
mostly in cases of relocation for domestic violence victims.

Bond Res. No.: Click or tap here to enter text.

Date of Adoption:

3/1/2022

CONCERNING ALL REQUESTS

Mandated Program/Service:

Yes No

If Mandated Cite Authority:

Click or tap here to enter text.

Is there a Fiscal Impact:

Yes No

Anticipated in Current Budget:

Yes No

County Budget Accounts:

Revenue Account and Line:

A31165-04389

Revenue Amount:

\$187,723.18.

Appropriation Account and Line:

Click or tap here to enter text.

Appropriation Amount:

Click or tap here to enter text.

Source of Funding – (Percentages)

Federal:

100%

State:

0%

County:

0%

Local:

0%

Term

Term: (Start and end date)

3/1/2022-5/31/2022

Length of Contract:

3 Months

Impact on Pending Litigation

Yes No

If yes, explain:

Click or tap here to enter text.

Previous requests for Identical or Similar Action:

Resolution/Law Number:

Click or tap here to enter text.

Date of Adoption:

Click or tap here to enter text.

Justification: (state briefly why legislative action is requested)

This RLA is to seek permission to have submitted an application and receive funds from Office for the Prevention of Domestic Violence in order to assist victims of domestic violence.

OPDV Budget Amendment

APPROPRIATIONS

| ACCOUNT NO. | RESOLUTION DESCRIPTION | INCREASE | DECREASE | UNIT COST | DEPARTMENT NAME |
|----------------|------------------------|--------------|----------|------------|-----------------|
| A9 1165 4 4046 | Fees for Services | \$187,723.00 | | 596,595.00 | DA |

TOTAL APPROPRIATIONS \$187,723.00 \$0.00

ESTIMATED REVENUES

| ACCOUNT NO. | RESOLUTION DESCRIPTION | DECREASE | INCREASE | UNIT COST | DEPARTMENT NAME |
|----------------|------------------------------|----------|--------------|-----------|-----------------|
| A3 1165 0 4389 | Other Public Safety Revenues | | \$187,723.00 | 987,723 | DA |

TOTAL ESTIMATED REVENUES \$0.00 \$187,723.00

GRAND TOTALS \$187,723.00 \$187,723.00



Office for the
Prevention of
Domestic Violence

KATHY HOCHUL
Governor

KELLI OWENS
Executive Director

SHANNON A. CANTIELLO
Deputy Executive Director

March 7, 2022

David Soares, District Attorney
Albany County District Attorney

Re: PEAFF Welcome Package

Dear David,

Welcome to OPDV's Pandemic Emergency Assistance Fund Grant Program. As you know, OPDV, in collaboration with OTDA, is administering a total of \$21,212,720 in grants to survivors of domestic violence from the Pandemic Emergency Assistance Fund (PEAF). The final award for each participating program is \$187,723.18.

We are eager to see the success of this program and, as our partner, we are looking forward to offering you support and guidance as you embark on this program to provide vital resources to survivors in your community. As a program who has accepted the funding, we will be working diligently with you to initiate and execute your contracts and provide initial support and technical assistance in allocating the grant. Because of the specific nature of these funds, all funds are being added to the "Other" category in Grants Gateway to be used for allowable client expenses. Please refer to the attached Q&A document for allowable expenses. OPDV will be entering the contract in Grants Gateway on your behalf. As part of today's letter, you will find the following essential documents attached:

- Workplan – The workplan, which will be standardized in Grants Gateway, will be used to guide this funding program.
- Programmatic Reporting Form – This document will assist you in collecting required information and in preparing your final reporting, which is due via email to your Grant Manager by June 24, 2022.
- Amended OPDV PEAFF Questions and Answers, updated as of March 7, 2022.
- Participant Eligibility Application Form – This application must be completed and retained for all participants in the PEAFF funding program.
- Advance Request Form – As mentioned in the Q&A session, we will be able to grant advance requests for **up to 30% of the total contract amount or \$56,316.95**. This form can be used by your program to make that request. Your contract must be in the status of "**Executed**" before we can grant your advance request. In order to get to that status, we need you to provide the required forms and **sign your contract** (as soon as you receive the email informing you it's available).
 - **Completed request forms can be sent to the OPDV PEAFF Mailbox at opdvpeaf@opdv.ny.gov**
- Directions for requesting Grants Gateway access.
- Federal Award Letter and FAIS Info sheet for the PEAFF allocation.

Required Next Steps: Due to the tight timeline for expending these funds, if you have not already, we ask that you provide the following required documents as soon as possible and no later than **COB Tuesday, March 8, 2022:**

- **Worker's Compensation Insurance**
- **Disability Insurance (Must be submitted on form DB 120.1. Information about obtaining the proper form can be found [here](#).)**

Program specific versions of these forms are required to execute your contract. Please note the form numbers at the top of each document.

Additionally, by **COB Tuesday, March 8, 2022:**

- If you do not currently have a Statewide Financial System (SFS) Log-in, please contact the SFS Helpdesk at 518-457-7737, 877-737-4185 or HelpDesk@sfs.ny.gov immediately to start the process of gaining access.
- VendRep- Please be sure your VendRep profile is current. If you do not currently have a Vendor Responsibility profile, please click [here](#).
- Charities Bureau profile- Please be sure your status with the Charities Bureau is current, as relevant.

In the coming days, you will continue to receive direct outreach, by email and by phone, from your designated grant manager at OPDV. If they have not already, they will provide your contract number and direct you on next steps for setting up your contracts. To return any of the above forms, in the meantime, please send an email to opdvpeaf@opdv.ny.gov with a subject line that includes the specific form name you are submitting and your program name. If you have any questions, please reach out to the opdvpeaf@opdv.ny.gov email inbox as well and someone will get back to you as soon as possible.

Additionally, OPDV will check in on these steps as well as answer questions related to PEAFF on our Welcome webinar **on March 10, 2022, at 10 AM**. Registration is required. You may register at this [LINK](#). For those unable to attend, all information shared on the webinar will be provided in follow up communications to all programs by OPDV.

Thank you again for your participation in this program. We look forward to working with you.

Sincerely,



Abbey Marr
Director of Prevention & Programming